Employee Handbook

South Whidbey School District
5476 Maxwelton Road
Langley, WA 98260
360-221-6100 fax 360-221-3835
www.sw.wednet.edu

The South Whidbey School District #206 (SWSD) does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator - Principal John Patton
Address: 5675 Maxwelton Road, Langley, WA 98260
Telephone Number: 360-221-4300
Email: jpatton@sw.wednet.edu

Section 504/ADA Coordinator - Superintendent Becky Clifford
Address: 5476 Maxwelton Road, Langley, WA 98260
Telephone Number: 360-221-6100
Email: bclifford@sw.wednet.edu

Title IX Coordinator - Principal John Patton
Address: 5675 Maxwelton Road, Langley, WA 98260
Telephone Number: 360-221-4300
Email: jpatton@sw.wednet.edu

Gender-Inclusive Schools - Principal John Patton
Address: 5675 Maxwelton Road, Langley, WA 98260
Telephone Number: 360-221-4300
Email: jpatton@sw.wednet.edu

Appeals: https://www.sw.wednet.edu/our-district/superintendent/how-to-solve-and-issue
HIB Form: https://www.sw.wednet.edu/connect/report-safety-concern
Title IX inquiries may also be directed toward the U.S. Department of Education, Office for Civil Rights (OCR): https://www2.ed.gov/about/offices/list/ocr/index.html
Information about the nondiscrimination and sex-based discrimination policies and grievance procedures, and how to report a concern or complaint: https://www.sw.wednet.edu/resources/title-ix
SWSD Title IX training is available to all employees and is linked on our website here.

Revised JUL 2025

PURPOSE

The purpose of this handbook is to provide information and guidance that will help employees understand what can be expected from the district and what the district expects from employees. This handbook has been developed to provide policies, procedures and rules required to provide a quality education for our students and a safe working environment for our employees. The employee handbook describes the professional expectations and necessary conditions for our very important work together – the teaching and learning of our students.

This handbook is neither a contract nor a substitute for the official district board policy manual. Nor is it intended to alter the at-will status of non-contracted employees in any way. Rather, it is a guide to, and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the board policies that are associated with handbook topics, confer with their supervisor, or call the appropriate district office department. Copies of School Board Policies and Procedures are available in each administrative office to all personnel and are on the SWSD website at SWSD Board Policies

It is important that each employee is aware of the policies and procedures related to his/her position. The information in this Handbook is subject to change and changes in district policies may supersede, modify, or eliminate the information summarized in this Handbook. Staff input regarding the content of this manual is appreciated and updates will be made as needed.

Our primary business is the education of our youth, and everything we do should be directed toward providing students with the best possible learning environment.

Our District:

The South Whidbey School District serves the communities located on the south end of Whidbey Island in Washington State. The district is 60 square miles in size and serves approximately 1,130 FTE students on three campuses. The K-5 graders are in the South Whidbey Elementary North Campus. Grades 6-12 are located in the South Whidbey Secondary Campus (known as South Whidbey Middle and High Schools). South Whidbey provides choices in education. We have a 9-12 South Whidbey Academy (SWA) choice program located in the South Whidbey Secondary Campus. We have a 9-12 ALE program through Spokane Virtual Academy. We have a K-8 ALE program located on the South Campus. We employ roughly 125 FTE and 160 (head count) staff.

Our Vision:

Every South Whidbey School District Student is a lifelong learner who is multi-culturally engaged, literate, and an active community member able to meet the challenges of our global society.

Our Mission:

In collaboration with our community, every student will be supported to be a resilient, innovative, compassionate, and productive graduate prepared for a diverse and dynamic world.

Our Values:

1) Our Schools will be welcoming, safe and supportive places with consistent school wide expectations where all are respected.

2) Our students will demonstrate growth toward mastery in all content areas.

3) Our students will graduate ready for a future they choose.

The Board of Directors

The Board of Directors of the district is composed of five district citizens elected by district voters for 4-year terms and two student representatives. One student representative is selected each year to serve a two-year term.

One of the Board's duties is to approve all new permanent employees before their employment is considered official.

The Board generally holds meetings at 6:30 pm on the second and fourth Wednesdays of each month in the South Whidbey Elementary School Community Room, 5380 Maxwelton Road, Langley. The full meeting schedule, agendas, meeting packets, and minutes can be found on the district website at Board Meetings & Minutes

Business meetings are open to the public except in certain circumstances when the Board is allowed to meet in private. The law permits holding closed Executive Sessions or meetings for discussion of personnel, confidential student matters, collective bargaining, real estate, and legal issues.
The current members are:

Marnie Jackson, Legislative Rep At-Large Director District #4 360-966-6122; majackson@sw.wednet.edu	Ann Johnson, Vice Chair/Board Auditor District #5 360-420-0215; ajohnson@sw.wednet.edu
Andrea Downs, Policy Rep District #2 360-701-1179; adowns@sw.wednet.edu	Brook Willeford, Board Chair District #3 206-851-9360; bwilleford@sw.wednet.edu
Joe Greenheron, WIAA Representative District #1 206-660-0356; jgreenheron@sw.wednet.edu	Dr. Rebecca Clifford, Superintendent *Serving as Board Secretary* 360-221-6100; bclifford@sw.wednet.edu
Student Representatives Callahan Dobmeier – selected for 2024 – 2026 Luisa Russo – selected for 2025-2027	Kristina Macarro, Executive Assistant to the Superintendent/Director of Communication 360-221-6100; kmacarro@sw.wednet.edu

Important Phone Numbers

District Administration Team	District Leadership Team Members
Dr. Rebecca Clifford Superintendent 360-221-6100	South Whidbey High School & South Whidbey Academy John Patton, Principal & CTE Director 360-221-4300
Paul Field Executive Director of Business Services & Operations 360-221-6808 ext. 2244	South Whidbey Middle School, Grades 6-8 Kayla Phillips, Principal & Director of Curriculum and SPED & 9-12 ALE 360-221-4300
	South Whidbey Elementary, Grades ITK-5 & K-8 ALE Susie Richards, Principal 360-221-4600

Other Helpful Phone Numbers:
Director of Operational Technology, Ian Turner, 360-221-6808 ext. 6020
Transportation Supervisor, Linda Proctor, 360-221-6808 ext. 2223
Director of Facilities, Geoff Lawson, 360-221-6808 ext.5501
District Office Main Fax: 360-221-3835

Athletic Office:
Director of Athletics and Student Safety TOSA, John Sommer: 360-221-6808 ext. 5408
South Whidbey Middle/High School, Athletic/ASB Secretary, Kymy Johnson: 360-221-6808 ext. 5423

Who To Call

Contact Heidi Smith, Human Resource Specialist, at ext. 2222 for information and questions regarding:

- Change of address or phone number
- Contracts & Computes
- Expiration date of required certificate
- Employee Access
- Fingerprints
- First Aid/CPR certifications
- Safe Schools
- Resignation or retirement
- Skyward /EDS Permissions & Access
- Coaching
- Salary schedule
- Scheduled workdays
- Verification of employment
- Personnel File
- Recruitment & Job Opportunities
- Applications
- Training
- Staff Directory

Contact Paula Simmons, Assistant Director of Business Services, at ext. 2209 for information and questions regarding:

- Benefit Forms
- Employee benefits and dependent coverage
- FMLA Leave
- Leave Balances (Sick and Vacation Leave)
- Assistance to understand your pay stub
- Direct Deposit
- Monthly payroll deductions
- Retirement Enrollment
- Leave Requests and procedures
- Request for Shared Leave
- Workmen Compensation Claims
- Tax sheltered annuities – 403B
- Time Sheets
- W2 (Year End)
- W4 changes

Contact Tammi Sloan, Accounts Payable Specialist, at ext. 2207 for information and questions regarding:

- Expense Claims
- Grant Balances
- Requisitions/Purchase Orders
- SWEA Incentive Program
- Vendor Questions/Payments
- Deposits & Receipt Books

Contact staff directly regarding the following Special Programs:

- Child Find (age: birth-21), Angie Hudkins, ext. 2206
- Health Services, Emmy Atwood, School Nurse, ext. 5420
- McKinney-Vento Homeless Assistance, Mary Michell, ext. 4320
- Section 504 Plans, Angie Hudkins, ext. 2206
- Type II Driver Endorsements, Transportation at ext. 2223

For other questions regarding:

- Retirement – for general questions call Washington State Department of Retirement Systems 800- 547-6657
- Union Dues – contact your appropriate union representative.

Expectations

The district expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this Handbook, legal obligations, and State of Washington Code of Professional Conduct Chapter 181-87 WAC.

EMPLOYMENT

Background Check and Fingerprint Requirements

In June of 1992 a Washington State law was passed that requires any person hired by a school district who has regularly scheduled unsupervised access to children to be fingerprinted for a State and National background check. Since all school district employees have the potential to have access to children, all new employees must be fingerprinted. An employee may be exempt from this requirement only if they have been fingerprinted for a Washington State school district within the last two years and those prints are accessible from OSPI. A Washington State Patrol check will also be conducted.
Board Policy 5005

Certification & Licensure

Certificated employees are expected to know the expiration date of their certification and are responsible for meeting the requirements for re-certification in a timely manner. A teaching contract with any person

not legally authorized to teach the named subject or at the named school shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates. If a valid current teaching license for their teaching position cannot be validated by the district on OSPI **E-Certification** system before the first day of school requiring student contact, the teacher may be released from employment by the School Board. Each employee who is required to be licensed must provide the District with a copy of the current license to be maintained in their personnel file.
Board Policy 5005

For questions regarding certification issues contact:

OSPI Certification
www.k12.wa.us/certification/e_cert
360-725-6400

Change in Personal Information

Please notify your building principal and Human Resources of any of the following information changes: name, address or telephone number, personal email address or person to be contacted in case of emergency. You may review the contents of your personnel file by contacting the Human Resources office at 360-221-6808 ext. 2222.

Clock Hour Information

Salary Placement

- Salary placement is based on the state guideline for the state allocation model.
- Salary advancement adjustments are made in the Fall based on the following guidelines:
    - Official transcripts, grade reports or clock hour documentation are due in Human Resources no later than close of business October 1st in order to advance on the salary schedule for the current year.
    - Payments for salary advancement will retro back to the first contracted day of the current school year.
    - New hires have 90 days from their date of hire.
- You will be issued a revised contract.
- **Once you have reached MA +90, HR does not accept clock hours. The district processes/files clock hours for salary placement only.**

Transcripts, Credits and Clock Hours

- College/university transcripts must be "official" not copies for salary placement per SWEA agreement.
- For salary placement, all college/university credits are counted in quarter hours. One semester equals one and one-half quarter credits.
- It is recommended you order two transcripts to be sent to your home - one for your personal use and one to be submitted to Human Resources.
- Credits must be earned through an accredited college or university or on the list of accrediting agencies approved by the Washington Student Achievement Council.
- Clock hour courses must be offered by a Washington State approved clock hour provider.
- 10 clock hours are equivalent to one quarters credit on the salary schedule.
- Clock hour classes must be a minimum of one hour to be eligible for recognition.

Course Credit Approval Forms (LEAP form) are no longer needed. Human Resources will assign the required criteria. The criteria must meet one of the following:

- Consistent with a school-based plan for mastery of student learning, goals as referenced in RCW 28A.655.110, the annual school performance report, for the school in which the individual is assigned.

- Pertains to the individual's current assignment or expected assignment for the subsequent school year.
- Necessary for obtaining an endorsement as prescribed by the Washington Professional Educator Standards Board.
- Specifically required for obtaining advanced levels of certification.
- Included in a college or university degree program that pertains to the individual's current assignment or potential future assignment as a certificated instructional staff.
- Addresses research-based assessment and instructional strategies for students with dyslexia, dysgraphia, and language disabilities when addressing learning goal one under RCW 28A.150.210, as applicable and appropriate for individual certificated instructional staff.
- Beginning in the 2011-12 school year, it pertains to the revised teacher evaluation system under RCW 28A.405.100, including the professional development training provided in RCW 28A.405.106.

Certificated Experience Earned outside of South Whidbey School District

- For certificated experience that is earned outside of South Whidbey School District to be considered for salary placement, previous employers must complete and submit a *Verification of Professional Employment* form and send it to Human Resources.
- It is the employee's responsibility to submit the Verification *of Professional Employment* form to their previous educational employers to complete and send to SWSD.

For questions regarding salary placement call Human Resources at ext. 2222.

Collective Bargaining Agreements and Groups

For those employees represented by a bargaining unit, work activities are subject to a collective bargaining agreement between the district and an employee organization. Administration establishes the work guidelines for those employees not represented by a bargaining unit. Employees can request a copy of the appropriate negotiated agreement or guidelines upon hire. These documents should be reviewed carefully. All collective bargaining agreements are available on the district website at https://www.sw.wednet.edu/our-district/district-office/human-resources/collective-bargaining
The majority of employees of South Whidbey School District fall within three (3) collective bargaining groups:

South Whidbey Education Association (SWEA, part of Washington Education Association)
This association represents all non-supervisory certificated employees such as teachers, certificated school nurses, counselors, psychologists, and other certificated specialists. The SWEA Representatives bargain with respect to wages, hours and terms and conditions of employment with the District Superintendent and the School Board. All new non-supervisory certificated employees will be contacted for membership. There will be a monthly payroll deduction for union dues.

South Whidbey Education Association Reps:
Val Brown – President - vbrown@sw.wednet.edu, Savannah Young – VP - syoung@sw.wednet.edu
Erik Stine – Treasurer - estine@sw.wednet.edu, Sean Olsen – HS Rep - solsen@sw.wednet.edu
Sue Ann Brewer – MS Rep - sbrewer@sw.wednet.edu,
Susan Ritzner – ES Rep - sritzner@sw.wednet.edu

Public School Employees of Washington (PSE)
This bargaining unit consists of all classified employees in the general job classifications: office personnel, para educators, technicians, non-certificated school nurses/other specialists, and student support. The PSE representatives bargain with respect to wages, hours, and terms and conditions of employment with the District Superintendent and the School Board. All new classified employees will be contacted for membership. There will be a monthly payroll deduction for local membership dues, as well as state union dues.

Karlie Hutson, JoAnne Welever - Public School Employees Reps
khutson@sw.wednet.edu, jwelever2@sw.wednet.edu

Service Employees International Union (SEIU)
This bargaining unit consists of all classified employees in the general job classifications: custodial, maintenance, food service and transportation. The SEIU representatives bargain with respect to wages, hours, and terms and conditions of employment with the District Superintendent and the School Board. All new classified employees will be contacted for membership. There will be a monthly payroll deduction for local membership dues, as well as state union dues.

Leo Langer – SEIU Rep
llanger2@sw.wednet.edu

Communication/Technology Use

The South Whidbey School District provides access to many kinds of technology, including a computer network with Internet access. Students, staff, and community members are restricted to activities that promote the instructional mission of the school district. At all times the users of technology are expected to act in a responsible, ethical, and legal manner in compliance with school district policy and state and federal law.

Individual users will be held accountable for their behavior and communication through the school district's computer network. Users must realize the District's Internet, social media and email services are public and not private in nature. The district reserves the right to monitor and access users' Internet and email activities. School employees must sign an agreement to access the Internet and e-mail. Misuse of the technology may result in disciplinary action, revocation of the user's account, or legal action as appropriate.

Only South Whidbey School District email may be used for communication of South Whidbey School District business. Under the Public Records Act (RCW 42.17), all records and communication (including email, voicemail, Facebook posts, photos, calendars, audio/video recording, databases, text messages and paper documents) created or maintained for South Whidbey School District are subject to public disclosure.
Board Policy 2022 , Staff User Informed Consent Form for Network Services/Public Records

Employee Access

Employees have electronic access, through Skyward-Employee Access, to their information such as payroll, time off/leave balance, check history, W2 information, etc.

Contact Human Resources, ext. 2222, to gain access or to confirm your login and/or password.

Evaluations

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation. The district complies with all collective bargaining requirements regarding evaluations.
Board Policy 5240

Fair Labor Standards Act

The South Whidbey School District will comply fully with the Fair Labor Standards Act, its regulations, and relevant court decisions. This district will inform employees of the Act through proper posting of information as disseminated by the U.S. Department of Labor. The district will cooperate with all state agencies and maintain compliance. *Reference: Fair Labor Standards Act*

The district complies with all collective bargaining agreements requirements concerning pay. All non-exempt classified employees must be paid for all work permitted and must be paid at regular time, overtime, or compensatory time. The district does not condone overtime without prior written approval of the employee's direct supervisor. If a non-exempt employee's total hours actually worked (leave time and holiday time excluded) exceeds forty (40) hours in any established work week, the District is required to compensate through overtime pay or compensatory (comp) time, as outlined below or as defined in the collective bargaining agreement:

- Overtime Pay

Overtime provisions under the Fair Labor Standards Act are in effect when a non-exempt classified employee works more than forty (40) hours per week during an established work-week or as specified in collective bargaining agreements. Non-exempt classified employees must be paid no less than time and one-half (1 ½) for all overtime hours worked.

- Compensatory Time

The FLSA 1985 Amendments provide that non-exempt employees of a public agency may, under certain conditions, receive comp time in lieu of overtime pay. Any comp time must be given at a rate of not less than one and one-half (1 ½) hours for each hour of employment for which overtime compensation is required. The employee has the privilege of requesting compensatory time, but it cannot be required or mandated by a supervisor.

First Aid CPR Certifications

Certain classifications are required by the District to have current First Aid and CPR certification as defined in their job description or job posting. It is the employee's responsibility to track their certification expiration date and remain current at all times. A copy of their valid First Aid/CPR card must be submitted to Human Resources.

The following staff members are required to hold a valid First Aid/CPR certification:

Athletic Trainers	Principals
Coaches, Paid and Volunteer	Teachers of Career & Tech Education
Custodians	School Bus Drivers, Type II drivers
Building Secretaries	Nurses
Maintenance	Para Educators
Mechanics	Others deemed appropriate by the superintendent

Forms

There are a number of forms available on our website at https://www.sw.wednet.edu/staff under Staff at the top right. The majority of forms are in a pdf format and are fillable. New forms are being added regularly. Building offices have hard copies of all required forms.

Job Duties and Responsibilities

Job duties will be outlined on the appropriate Job Description. Employees may be asked by their immediate supervisor to conduct work duties that may not be listed on their written job description. No employee is allowed to change or adjust their work duties without authorization from their immediate supervisor.

Mandatory Trainings

The South Whidbey School District requires all staff to complete mandatory courses on an annual basis in the effort to keep our staff, students and school environment safe and conducive to learning. Additionally, the ongoing training keeps the District in compliance with state and/or federal laws. The District utilizes the Vector (previously called **SafeSchools)** web-based program to deliver the mandatory trainings.

All new-hires are assigned mandatory training using: https://sw-wa.safeschools.com/login. During your initial meeting with the Human Resources Department, you'll be informed of the training courses required for your position. All assigned training must be completed within 60 days of assignment.

Additional training may be covered in your building/site staff meeting or through **Vector**.

Non-Discrimination

Non-Discrimination is very important to us. The District will provide equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training.
Board Policy 5010

Personnel Files

The District shall organize, compile and maintain personnel records and files for each staff member of the District. A certificated or classified staff member shall be permitted, during normal District Office business hours, to review the contents of his/her personnel file in the presence of an authorized staff member per applicable collective bargaining agreement.
Board Policy 5260

COMPENSATION AND BENEFITS

Continuation Coverage

Federal law, the Consolidated Omnibus Budget Reconciliation Act (COBRA), gives employees and their qualified beneficiaries the opportunity to continue their existing health (medical, dental, and vision) insurance coverage under the District's health plan for a period of time after the occurrence of a "qualifying event" which otherwise would result in the loss of coverage. Some common qualifying events are the termination of employment (whether by resignation, layoff, discharge or even death); a substantial reduction in an employee's hours; an extended non-FMLA leave of absence; or legal separation or divorce of the employee and his/her spouse.

When such a qualifying event occurs, the Washington State Health Care Authority will notify the employee of the right to continuation coverage, as well as the time limits which are applicable to continue coverage. The employee (or beneficiary) must timely enroll in continuation coverage and pay the total premiums required for coverage to the Washington State Health Care Authority. Please visit https://www.hca.wa.gov/employee-retiree-benefits/sebb-continuation-coverage to learn more and view monthly premiums.

Family and Medical Leave

The South Whidbey School District recognizes that employees may, on occasion, need extended leave in order to care for themselves or for an immediate family member.

Washington Paid Family & Medical Leave
For detailed information, go directly to the Washington State Employment Security's Paid Leave website: https://paidleave.wa.gov/

Notes:

- Employees need to provide their employer with written notice that they are applying for WA Pd FMLA
- Employees must apply directly with the Employment Security Office
- Employees may not receive their regular pay and collect WA Pd FMLA at the same time
- Wages and hours paid through WA Pd FMLA do not count toward retirement service credit with the Department of Retirement Service

Family and Medical Leave Act
For detailed information, go directly to the U.S. Department of Labor website: https://www.dol.gov/agencies/whd/fmla

Notes:

- This act provides job security for 12 weeks, but not paid leave
- Employees need to provide a leave request form with approximate dates of absence
- Employees need to provide a written note from a health care provider of the need to be off work either for themselves or to care for a family member.
- Employees need to provide a release to return to work from their health care provider if they are the one who was ill.
- Employees may use leave balances, WA Pd FMLA or a combination of both to receive pay during FMLA.

If you have questions regarding Family and Medical Leave,
please contact Paula Simmons in the District Office
psimmons@sw.wednet.edu (360) 221-6808, ext. 2209

Holidays

The District observes the following holidays:

- New Year's Eve
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Veteran's Day
- Labor Day
- Thanksgiving Day
- Native American Heritage Day
- Christmas Eve
- Christmas Day

Benefits

Employees will receive health insurance and other benefits adopted by The School Employees Benefits Board (SEBB) Program if working over 630 hours per year (9/1 – 8/31). Visit https://www.hca.wa.gov/employee-retiree-benefits/school-employees for more information.

Canopy – Employee Assistance Program
South Whidbey School District is pleased to provide an Employee Assistance Program for our employees. This is a confidential service that will assist you and your eligible family members with any personal concern, large or small. Canopy assistance is available 24 hours/7 days a week.
Toll Free: 800-433-2320 Text: 503-850-7721 Email: info@canopywell.com

VEBA – Health Reimbursement Arrangement (HRA)
The district makes a monthly contribution to an employee's individual VEBA account for most union groups.

For more information, contact Paula Simmons, psimmons@sw.wednet.edu, (360) 221-6808, ext. 2209

Labor & Industries

South Whidbey School District employees are covered for work related injuries through the Washington State Department of Labor and Industries. Employees injured on the job are expected to immediately complete and submit an accident report to their principal/supervisor then forward the report to Payroll for processing. If medical attention is needed, a *Physician Initiated Report* must be completed by the physician in order for medical bills to be paid. If employees miss time away from work, they can use any accrued sick leave that they have on record. The Department of Labor and Industries will compensate a percentage of employees' time-loss starting after 3 days of absence.

Each employee pays a small portion of the cost for State Labor and Industry Insurance. The District pays a higher portion in order to insure all employees.

WA Cares Fund

To learn more about WA Cares Fund, please refer to the Washington State website: https://wacaresfund.wa.gov/. Please note the tax for this will automatically be set up as a deduction on your paycheck. If you have an approved exemption on file with the state, you must provide a copy of that exemption to our payroll office to avoid paying the tax.

Payroll Information

Cut-Off Dates: In order to ensure proper payment, all payroll items (time sheets, extra pay items, etc.) must be turned in to Payroll no later than the 5th of each month.

Pay Dates: Employees are paid one time a month with pay dates that usually fall on the last business day of the month. The Payroll Schedule is posted on the District website, Payroll Schedule

Direct Deposit: Direct deposit is required for all employees of the District. The form is included in your new hire paperwork and is submitted to Payroll. Any new or updated direct deposit forms must be submitted to Payroll by the 5th of the month. To request a new form, please contact Paula Simmons in the District Office psimmons@sw.wednet.edu (360) 221-6808, ext. 2209

Changes to Insurance: After the annual open enrollment period has ended, the addition of family members to your health insurance may only take place after a change of family status (i.e. marriage, new baby, loss of existing medical coverage). Any changes must be submitted as a Special Enrollment Request through Benefits 24/7 within 60 days of the event.

Questions/Concerns: Paula Simmons, Assistant Director of Business Services, is available at 360-221-6808 ext. 2209 or psimmons@sw.wednet.edu

Retirement Programs

Participation in the State Retirement Program is mandatory for employees working in an eligible position. Retirement is through Washington State Department of Retirement Systems (DRS). Questions about the programs should be directed to retirement systems at (1-800-547-6657). Booklets on each retirement system may be obtained online at: http://www.drs.wa.gov

ATTENDANCE, LEAVE, & ABSENCES

Attendance

Regular attendance is an essential function of employment in the district. The District expects employees to make every effort to be present and prepared for work. Employees are expected to adhere to their assigned schedule. In order for the schools and departments to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's principal or supervisor and as further specified in other parts of this Handbook. Any deviation from assigned hours must have prior written approval from the employee's principal or supervisor.

Employees who are unable to report to work shall report his/her absence using the current electronic sub calling system (Frontline Absence Management (FAM)) and/or follow their individual building or supervisor protocol for absence reporting prior to the start of the school day. Any time spent not working during an employee's scheduled day must be accounted for in FAM or recorded on a *Monthly Time Sheet* using the appropriate reasons. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

Absences-Pre-Arranged Greater than One Day

For a preplanned absence which is greater than one school day or a day that extends a holiday weekend or school break, the employee must complete and submit a *Pre-Arranged Request for Leave Form* to their immediate supervisor for approval prior to the planned absence. Any pre-arranged absences may be posted by the employee through the Frontline Absence Management program upon approval by their principal/supervisor. To use Personal Leave SWEA members will follow the process as defined in the bargaining agreement Article V.3.

The Superintendent's approval is required for any unpaid leave or Bereavement leave that exceeds collective bargaining language. A detailed explanation must accompany any unpaid leave request.

The *Pre-Arranged Request for Leave Form* is available online, https://www.sw.wednet.edu/staff, or the main office.

Leave- Sick & Personal

Employees are front-loaded 12 days of sick leave per fiscal year provided they work their first scheduled day. Sick leave will be prorated if the employee starts after the beginning of the school year. Each employee's sick leave shall accumulate to the legal limit and may be *cashed out at 25% upon retirement

in accordance with state guidelines. Accrued sick leave can transfer at resignation to any Washington State Public School within the state guidelines. A leave sharing program is available in accordance with law.

* Cash Out may be to the employee's VEBA account depending on the group/union's annual vote.

Personal leave is governed by collective bargaining agreements of PSE, SEIU & SWEA.
District Policy 5400 & 5401

Substitutes

Certificated and Classified PSE Staff
The Frontline Absence Management (FAM) system allows staff members to report absences, notify and dispatch substitutes, and monitor information from any location at any time through the internet. Each staff member has the ability to select the names of requested substitutes, which are given priority over the general pool. Substitute teachers and PSE classified substitutes are able to view open assignments and be more prepared for the jobs they accept.

Frontline Absence Management (FAM)

All certificated (SWEA and Principals) and PSE members use the web-based Frontline Absence Management (FAM) program for entering their absences and requesting a substitute. All absences, regardless if a substitute is needed, must be entered in FAM. Pre-approval is needed when taking personal leave, vacation, emergency leave, and jury duty. Questions and training requests regarding FAM should be directed to their Site Administrator (usually the head secretary) or Human Resources.

SEIU Staff
SEIU members should use the established procedure for the scheduling of substitutes. Contact your building principal or supervisor for additional information.

Vacation for Classified Staff

All classified staff need to submit a *Pre-Arranged Request for Leave Form* to their direct supervisor to use vacation time.

PSE Members: Employees who are members of the PSE bargaining group have collective bargaining language which governs the accrual and distribution of vacation pay. The following holds true for most categories of employees:

- Employees that work only during the course of the normal school calendar (180 days) have the option to take vacation time during the school year or receive vacation pay rather than time off work. This vacation pay will be paid in one lump sum in the June paycheck.

- Employees that work 260 days per year will receive paid vacation time. Accrued unused vacation time will be paid at employment termination in accordance to state guidelines. See the PSE agreement for vacation accrual schedule.

- Employees shall obtain prior approval by their immediate supervisor before using accrued vacation time.

SEIU Members: Employees who are members of the SEIU bargaining group have collective bargaining language which governs the accrual and distribution of vacation pay. The following holds true for most categories of employees:

- Employees that work only during the course of the normal school calendar (180 days) will receive their vacation pay in one lump sum in the July paycheck.

- Employees that work 260 days per year will receive paid vacation time. Accrued unused vacation time will be paid at employment termination in accordance to state guidelines. See the SEIU agreement for vacation accrual schedule.

Non-Represented staff: District office staff is provided with the Non-Represented Employee Group Benefit Summary defining their benefits.

Weather Related Late Start/School Closure Days

Late Start

In the case of school late start, each employee needs to assess safety related issues such as road conditions, traffic, and weather then plan their travel accordingly. Given the weather-related challenges, some/occasional late arrivals are inevitable. Staff may be asked to cover the duties of staff arriving late if necessary. On late start days:

- **Certificated staff** are expected to report to work at their usual time if it can be done safely. If unable to report on time for safety reasons, contact your building administrator/supervisor. Employees who are not able to report to work because of inclement weather may use emergency leave, which draws from the employee's sick leave.
- **Classified staff** (with the exception of Bus Drivers) are expected to report at their usual time. If unable to report for safety reasons, contact your supervisor. Employees who are not able to report to work because of inclement weather may use emergency leave, which draws from the employee's sick leave. Bus Drivers are expected to report as directed.

School Cancelled

In the case of school closure, employees whose workdays are tied to student days are not expected to report. This workday will become a "make up day" at the end of the school year in June. Employees in this category include teachers, certificated specialists, and 180-Day classified staff (i.e. para-educators, food service, bus drivers, building secretaries).

All 260-Day employees are expected to report to work on school closure days. Every effort should be made to report to work as close to your normally scheduled work time as safety permits. Employees unable to report to work due to inclement weather may use emergency (sick) leave. If there is a delayed start, the following schedule changes will apply:

- No out-of-district transportation
- No skills center

Staff will receive a parent square alert for school closures and delays.

Most importantly, please be safe!

GENERAL EMPLOYMENT PRACTICES & EXPECTATIONS

Accident/Incident Reports

All accidents/incidents occurring on District property, school buses or during the course of school sponsored activities, including field trips and other away events, are to be reported to the building principal or supervisor immediately. Reports should cover property damage as well as personal injury. Employee accidents should be reported with the Employee Accident Report. Student and other related incidents should be reported with the Incident Report Form.

A completed accident report form must be submitted within twenty-four (24) hours or the next scheduled District workday. Forms are available in the school office.

Alert by Vector/Safe-Schools Tip Reporting

Safety is one of our district's top priorities and to help safeguard our school community we use Vector/Safe-Schools Alert, a tip reporting service that allows students, staff and parents to submit safety concerns to our administration in four (4) different ways: phone, text, email or via the web. Vector/Safe-Schools Alert allows anyone to easily report tips on bullying, harassment, drugs, vandalism or any safety issue of concern.

Every tip Vector/Safe-Schools Alert receives about our district is immediately logged in the system and our administration is notified so they can investigate and take appropriate action. Tips may also be submitted anonymously if you prefer.

The links to Vector/Safe-Schools Alert are on our website at Report Safety Concern

Child Abuse Reporting

A. Except as provided under Washington Statute any of the following persons who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report as provided for below: school nurse, social worker, professional counselor, school teacher, school administrator, school counselor, child care worker in a child care center, or residential care center for children and youth a child care provider, an alcohol or other drug abuse counselor, a physical therapist, a physical therapist assistant, an occupational therapist, a dietitian, a speech-language pathologist, an audiologist, an emergency medical technician, a first responder and a police or law enforcement officer, including a police liaison officer. *RCW 26.44.030*

B. All staff will immediately inform, by telephone or personally, the applicable District administrative personnel.

C. Employees who are not mandatory reporters as set forth in paragraph A, above, and who in connection with their job responsibilities have reasonable cause to suspect that a child has been abused or neglected or who have reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect of the child will occur shall notify their principal or supervisor or other administrative personnel of such alleged abuse.
Board Policy 3421, DSHS Child Abuse & Neglect Reporting

Confidentiality

Student information, employees obtain as the result of their employment with the District, is confidential and protected by the Family Educational Rights and Privacy Act (FERPA) unless such information has been designated as student directory data as set forth in Board policy. The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator.
Board Policy 4020, 4040, 3231

Conflict of Interest

A conflict of interest is defined as any judgment, action or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with the District.

Employees are asked to avoid outside activity that may compete or be in conflict with the best interests of the District. Employees must disclose to their principal or supervisor information of any transaction that may be considered a conflict of interest as soon as they know the facts. No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.
Board Policy 5251

Copyright

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media.

Questions regarding copyright shall be directed to your principal or supervisor.
Board Policy 2025

Discipline/Termination

The level of discipline imposed will take into consideration the seriousness of the infraction as well as the employee's performance record.

When appropriate, discipline should be corrective in nature. At the employer's sole discretion, various types of employee discipline may be imposed which include, but are not limited to, suspension, with or without pay, demotion or termination. Verbal warnings, written warnings or reprimands are not considered to be forms of discipline and are not subject to the established Grievance Procedures. Employees are entitled to union representation at meetings where disciplinary measures are being proposed. *See Appendix A, "Weingarten Rights"*. None of these disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order. The Employer may repeat disciplinary action. Fundamental fairness is necessary when an employee is being disciplined or terminated. *See Appendix B, "Just Cause".* Employees are expected to work in a competent and conscientious manner which reflects favorably upon the employee and the School District.
Board Policy 5280, 5281

District Property

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited to: laptops, employee identification badges and the key card for building entry.

District Vehicles

Employee's job duties or assignment may require them to operate a District owned vehicle. Drivers, other than School Bus Drivers, required to operate vehicles with students, must first complete the appropriate Safe Schools van safety course. At no time shall a vehicle, other than a school bus, with a capacity greater

than 8 passengers be used to transport students by a district employee or parent. District owned vehicles shall be used for official district business only. Any citation for violation of motor vehicle laws shall be the sole responsibility of the operator. If involved in any accident, the operator shall notify the proper law enforcement agency immediately and file an incident/accident report within twenty-four (24) hours. The driver and all passengers shall wear seat belts at all times. Drivers are expected to report to their supervisor or designee any damage, deficiencies or safety concerns. Use of tobacco products is not allowed in District owned vehicles at any time.
Board Policy 6630

Drug-Free Schools, Community and Workplace

The District seeks to provide a safe drug-free workplace for all of its employees.

"Workplace" is defined to mean the site for the performance of work done, which includes work done in connection with a federal grant. That includes any school building or any school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district which could also include work on a federal grant.
For these purposes, the following behaviors will not be tolerated:

A. Reporting to work under the influence of alcohol, illegal and/or controlled substances, including cannabis and anabolic steroids.

B. The unlawful use, sale, possession or distribution of alcohol. The use, sale, possession or distribution of illegal chemical substances (including the use, possession, sale, distribution or transmission of anabolic steroids, cannabis) or opiates in any amount or in any manner on district property at any time. Any staff member convicted of a felony attributable to the use, possession, or sale of illegal chemical substances or opiates or cannabis will be subject to disciplinary action, including immediate termination.

C. Using district property or the staff member's position within the district to make or traffic illegal chemical substances, opiates, cannabis, or anabolic steroids.

D. Using, possessing or transmitting illegal or controlled chemical substances, cannabis and opiates in a manner which is detrimental to the interest of the district.

Any staff member who is taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with the safe performance of his/her job. If the use of a medication could compromise the safety of the staff member, other staff members, students or the public, it is the staff member's responsibility to use appropriate personnel procedures (e.g., use leave, request change of duty, or notify his/her supervisor of potential side effects) to avoid unsafe workplace practices. If a staff member notifies his/her supervisor that the use of medication could compromise the safe performance of his/her job, the supervisor, in conjunction with the district Payroll/Benefits Coordinator, then will determine whether the staff member can remain at work and whether any work restrictions will be necessary.

As a condition of employment, each employee shall notify his or her supervisor of a conviction under any criminal drug statute violation occurring in the workplace as defined above. Such notification shall be provided no later than 5 days after such conviction. The district shall inform the federal government within ten days of such conviction, regardless of the source of the information.

Each employee shall be notified of the district's policy and procedures regarding employee drug activity at work. Any staff member who violates any aspect of this policy will be subject to disciplinary action, which may include immediate discharge.
Board Policy 5201

Employee Safety

The district is dedicated to providing a safe and healthful work environment for all district personnel. It is our goal to reduce the frequency and severity of accidental injuries by providing our employees with safety information and appropriate safety training as a means of protecting employee welfare. All employees will be provided training during the employees' safety orientation or transfer to a new site.

On-going safety and health education programs will be provided for all employees in an effort to increase awareness of accident causation factors and to promote acceptance of safety and health regulations by presenting accident prevention as a positive, desirable, and integral part of all activities.

The employer is responsible to provide a safe and healthy workplace free from recognized hazards.

- Establish, supervise, and enforce safety rules.
- Provide the required safety training to all employees.
- Ensure that personal protective equipment is worn when tasks dictate.

The employee is required to know and comply with all safety rules and procedures. Immediately report all accidents to your supervisor. The SafeSchools Alert tip reporting system is one method to identify and report all potential hazards and play an active role in creating a safe and healthy workplace. Take personal responsibility for working safely and use common sense while performing your job.

The Safety Bulletin Board is used to communicate safety-related information to employees. Find out where the Safety Bulletin Board is located at your site.
Board Policy 6511

Facility and Equipment Use for Personal Gain

An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the District's position require; nor will an employee use any District facilities, equipment or materials in performing outside work.
Board Policy 5251

Fire Safety

Fire safety is an essential element of having a safe working environment. Employees should know the following:

1. Location of fire alarms.
2. Location of fire extinguishers.
3. Evacuation routes; and
4. Whom to notify in case of fire.

Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.

All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Gifts and Business Transactions

Financial and business transactions of the District shall be carried out in conformity with the law and consistent with sound and ethical business practices. Purchasing decisions shall be made on the basis of price, quality and service and shall not be influenced by friendships or other personal relationships.

District employees shall not accept a gift valued at more than what is reasonable and appropriate to the situation, or a favor from vendors or prospective vendors or other firms or individuals who have had or hope to have transactions with the District. All gifts become district property and shall be accepted without obligation relative to use and/or disposal.
Board Policy 6114, 6230

Harassment, Intimidation, Bullying (HIB)

The district is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3) (race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability) or other distinguishing characteristics such as but not limited to physical appearance, clothing or other apparel, socioeconomic status or weight.

Any staff member or volunteer who has witnessed or has reliable information that a student has been subjected to, harassment, intimidation, or bullying, whether electronically, written, verbal or physical, should report such incident to an appropriate school official. The Vector Alert tip reporting system is one method to report HIB. No school employee, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying. Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. If you believe you've been bullied, contact your principal or supervisor. More information is available on our website at Report Safety Concern
Board Policy 3207 and 3207P, and 5011

Honesty

Honesty is a core value in the district. Employees shall not create any intentional inaccuracies verbally or on official District documents such as time sheets, job applications, student records, etc.

Intellectual Property-Work Made for Hire

Occasionally an employee has questions regarding the use of materials to be included in books or other commercial materials. Such materials created by the employee may include lesson plans, staff development presentations or tests/test items. Any work prepared by an employee within the scope of his/her employment is owned by the District. Under federal copyright laws, this is called "work made for hire". An employee with questions regarding ownership or copyrights on materials prepared within the scope of his/her employment should consult with his/her principal or supervisor.
Board Policy 5251

Investigations

Expectation of Cooperation: In the event of a District investigation or inquiry, every District employee has an affirmative duty to provide to his/her principal, supervisor(s) or any other official assigned to

investigate all relevant and factual information about matters. Employees failing to volunteer such information shall receive a directive from an administrator to provide a statement. The employee's failure to comply with the directive may constitute "insubordination", a violation that will be grounds for disciplinary action up to and including termination.

Administrative Leave: The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

Lesson Plans

To ensure proper planning and continuity of instruction, each teacher shall prepare lesson plans for daily instruction. To facilitate effective instruction, and in preparation for possible substitute teachers, lesson plans must be prepared sufficiently in advance of class presentation.
Board Policy 2023

Personal Appearance/Staff Dress Code

District employees are judged not only by their service but also by their appearance. It is the District's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a District. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. The District expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. At a minimum staff are expected to adhere to the student dress code in that building. Contact your principal/supervisor with specific questions.

Personal Property

The district shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the administration. The District is not liable for vandalism, theft or any damage to cars parked on school property.
Board Policy 6540

Personnel – Student Relations - Maintaining Professional Staff/Student Boundaries

All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation. The interactions and relationships between staff members and students should be based upon mutual respect and trust, an understanding of the appropriate boundaries between adults and students in and outside of the educational setting, and consistency with the educational mission of the schools. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees shall not use profane or obscene language or gestures in the workplace. While the District supports the use of technology to communicate for educational purposes, district employees are prohibited from inappropriate online socializing or from engaging in any conduct on social networking Web sites that violates the law, district policies or other generally recognized professional standards.
Board Policy 5253

Sexual Misconduct Disclosure

The Legislature has determined that additional safeguards are necessary in the hiring of school district employees to ensure the safety of Washington's school children. All new employees are required to sign a release authorizing former employers to disclose all information related to any acts of sexual misconduct committed by the employee as defined by the State Board of Education. Sexual misconduct definitions are found in WAC 181-87-080.

Tobacco-Free Workplace

In order to protect students from exposure to the addictive substance of nicotine, the use of tobacco and nicotine substances are prohibited on school district property. This shall include all district buildings, grounds and district-owned vehicles. Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivery devices, chemicals or devices that produce the same flavor or physical effect of nicotine substances, and any other tobacco innovation.
Board Policy 4215

Teamwork

Providing a quality education for students and a quality work experience for employees involves teamwork among all employees in the District. Teamwork is demonstrated by showing respect, cooperation and leadership at all times. Serving as an effective team member is a key component in accomplishing the District's mission and our commitment to providing a safe and inclusive environment for all of our staff, students and families.

Volunteers

The district recognizes the valuable contribution made to the total school program through the volunteer assistance of parents/guardians and other citizens. The voluntary help of our community should be requested by staff through administrative channels. The school will conduct a Washington State Patrol criminal background check on all persons volunteering in the district. Additionally, volunteers that potentially will be working with students without a staff member's direct supervision will be required to clear a fingerprint background check. This includes all volunteer coaches. Do not leave children alone with a volunteer who has not been cleared through a fingerprint background check. Volunteers are expected to work under the supervision of staff.

Questions should be directed to Human Resources at extension 2222.
Board Policy 5630

Weapons Prohibition

Firearms and dangerous weapons are prohibited in our facilities. "Gun-Free Zone" signs are posted at all campuses to support this policy. Licensed police officers who are serving in their official capacities are the only persons excepted from this prohibition. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: RCW 9.41
Board Policy 4210

Work Spaces, Including Desks, Lockers, etc.

Employees shall have no expectation of privacy with respect to any item or document (including email and electronic records) stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom.

APPENDIX A

NONDISCRIMINATION AND SEXUAL HARASSMENT

DISCRIMINATION

The South Whidbey School District #206 (SWSD) does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: **Civil Rights Compliance, Title IX, Gender-Inclusive Schools Coordinator - Principal John Patton**, 360-221-4300, jpatton@sw.wednet.edu. **Section 504/ADA Coordinator - Superintendent Becky Clifford**, 360-221-6100, bclifford@sw.wednet.edu, 5675 Maxwelton Road, Langley, WA 98260. *Title IX inquiries may also be directed toward the U.S. Department of Education, Office for Civil Rights (OCR): https://www2.ed.gov/about/offices/list/ocr/index.html* Information about the nondiscrimination and sex-based discrimination policies and grievance procedures, and how to report a concern or complaint: https://www.sw.wednet.edu/resources/title-ix SWSD Title IX training is available to all employees and is linked on our website here.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: www.sw.wednet.edu

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault.

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: www.sw.wednet.edu.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. *Write Out Your Complaint*

In most cases, complaints must be filed within one year of the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: *School District Investigates Your Complaint*
Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or superintendent designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: *School District Responds to Your Complaint*
In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District
If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you receive the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they receive your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district receives your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI
If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you receive the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | ***Fax:*** 360-664-2967
Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options
Office for Civil Rights, U.S. Department of Education
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

APPENDIX B

Weingarten Rights: Employee right to union representation

"If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative, officer or steward be present at the meeting. Without representation, I will attend the meeting and follow lawful orders, but I choose not to answer any questions."

Weingarten Rights

Under the Supreme Court's Weingarten decision, when an interview for investigation occurs, the following rules apply:

RULE 1: The employee must make a clear request for union representation before or during the interview. The employee cannot be punished for making this request.
RULE 2: After the employee makes the request, the employer must choose from among three options.
The Employer must either:

- Grant the request and delay questioning until the union representative arrives and has a chance to consult privately with the employee, or
- Deny the request and end the interview immediately; or
- Give the employee a choice of (1) having the interview without representation or (2) ending the interview.

RULE 3: If the employer denies the request for union representation, and continues to ask questions, it commits an unfair labor practice, and the employee has a right to refuse to answer. The employer may not discipline the employee for such a refusal.

Weingarten Rights: Employee right to union representation

"If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working conditions, I respectfully request that my union representative, officer or steward be present at the meeting. Without representation, I will attend the meeting and follow lawful orders, but I choose not to answer any questions."

- If an employee has reasonable belief that discipline or other adverse consequences may result from what he or she says, the employee has the right to request union representation.
- Management is not required to inform the employee of his/her Weingarten Rights.
- It is the employee's responsibility to know and request.

National Labor Relations Board (NLRB) vs. Weingarten, Inc., 1975 U.S. Supreme Court

APPENDIX C

WHAT DOES "JUST CAUSE" MEAN?

The concept of "just cause" requires that there be fundamental fairness in decisions related to the discipline and discharge of employees. Arbitrators have articulated many definitions and explanations of "just cause" over the years, including, but not limited to the following tests:

1. Did the employer give the employee forewarning or foreknowledge of the possible or probable disciplinary consequences of the employee's conduct?
2. Was the employer's rule or managerial order reasonably related to the orderly, efficient, and safe operation of the business?
3. Did the employer, before administering discipline to an employee, make an effort to discover whether the employee did in fact violate or disobey a rule or order of management?
4. Was the employer's investigation conducted fairly and objectively?
5. At the investigation, did the "judge" obtain substantial evidence or proof that the employee was guilty as charged?
6. Has the employer applied its rules, orders, and penalties evenhandedly and without discrimination to all employees?
7. Was the degree to discipline administered by the employer in a particular case reasonably related to (a) the seriousness of the employee's proven offense and (b) the record of the employee in his or her service with the employer?